

DIRECTIONS FOR THE COMMODITY ASSESSMENT & MOVEMENT REPORT

This report is required to be completed on a monthly basis. The report is due within 20 days of the end of the reporting month.

1. Complete the form as follows:
 - a. Fill out the top portion of the form with the report date and your personal information.
 - b. Skip the box "Commodity Assessments Reporting" that will be filled in automatically.
 - c. Type your signature and date.
 - d. Use the dropdown menus in the next section to report your commodities, including dealer purchases, the assessment will be calculated for you.
 - e. The last section is for reporting commodity movement, if you do not move commodities then you are ready to pay your assessment.
 - f. The last section of the form is the movement form and is to be completed for all Montana businesses that move commodities within the state or out of state.
 - g. If you have multiple locations please fill out each location on the same form, if no movement will be recorded, use the "Zero Movement This Month" in the Movement Destination column.
2. Submitting form and payment:
 - a. Please save the form on your computer.
 - b. Email the copy of the form to: CommodityReports@mt.gov
 - c. If you have an assessment payment due, print a copy of the form, make out the check to: "Montana Department of Agriculture" and mail it to: Montana Wheat & Barley Committee, PO Box 3024, Great Falls, MT 59403.
3. No business this month:
 - a. Reports must be submitted even if no business has been done. Complete the top of form, and then in the dropdown menu under "Agriculture Commodity" choose "Zero Purchases This Month". Keep a copy for your records and email the form to: CommodityReports@mt.gov
 - b. If you no longer collect assessment or move Montana commodities please send an email to: CommodityReports@mt.gov stating that you want to be put on inactive status, when you resume business please contact us at the same address to let us know.